



## SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

### JOB DESCRIPTION

**Job Title:** Instructional Aide/Physical Education

**Salary Block:** 312

**Reports To:** Physical Education Teacher/Campus Principal

**Terms of Employment:** 183 Days

**Exemption Status:** Non-Exempt

#### Primary Purpose:

The primary purpose of this position is to reinforcement to physical education students and be of assistance to physical education instructor.

#### Qualifications:

##### Education/Certification/Requirements:

- High school diploma or equivalent
- Must qualify for required paraprofessional certificate
- 48 college credit hours from an accredited college or university approved by TEA or Socorro ISD CTE Education and Training Educational Aide I certificate

##### Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district employees, parents, and students

##### Experience:

- Experience working with students and parents

#### Major Responsibilities and Duties:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
4. Operates and cares for equipment used in the classroom/gym for instructional purposes.
5. Helps students master equipment or instructional materials assigned by the teacher.
6. Distributes and collects workbooks, paper, physical education equipment, and other materials for instruction.
7. Guides independent study, athletic skills, physical exercises, enrichment work, and remedial work set up and assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
10. Alerts the appropriate personnel to any problem or special information about an individual student.

ADOPTED: 3-5-85

AMENDED: 11-6-90, 3-2-93, 1-16-97, 5-9-01, 8-16-02, 06-13-03,  
11-19-04, 2-20-06, 7-25-06, 2-26-08, 12-10-12,  
10-5-16, 10-23-17, 10-11-2022

## Instructional Aide/Physical Education

11. Serves as the chief source of information and helps substitute teacher(s) assigned in the absence of the regular teacher.
12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher.
13. Participates in in-service training programs, as assigned.
14. Supervises students in locker rooms, gym, and in playground areas in absence of teacher.
15. Reports incidents of misconduct in a timely manner.
16. Upholds and adheres to safety rules and policies of the SISD safety program.
17. Supports the goals and objectives of the school district and follows all district policies.
18. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
19. Performs any other duties as assigned by the appropriate supervisor.
20. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to communicate effectively (verbal); maintain emotional control under stress.

**Physical Demands/Environmental Factors:** Moderate standing, stooping, bending, and lifting.

*This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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